

FISCAL MANAGER

DEFINITION

Under administrative direction, is responsible for directing the fiscal operations and activities for a department, division or agency of the city government; performs related duties as required.

EXAMPLES OF WORK (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Directs the preparation of the annual general, grant and enterprise funds and the operating and capital improvements budgets; prepares the five year capital improvements budget estimates;

Establishes guidelines, procedures, and forms for the maintenance of proprietary ledgers, budgetary control ledgers, allotment balances, preparation of financial reports, pre-audit of invoices, purchase orders, encumbrances, payrolls, expense accounts, and other related accounting activities;

Confers with Finance to make certain that departmental financial policies and procedures fall within the general framework of guidelines and procedures established for all agencies of the city government;

Advises the executive, managerial and fiscal staff of problems, issues, and matters relating to departmental finances;

Prepares revenue projections for special revenue and enterprise funds on a quarterly and annual basis;

Researches, develops and establishes various rate and fee structures in accordance with governmental regulations to ensure viability of service or program;

Prepares comprehensive financial reports and maintains detailed financial records;

Attends budget hearings called by Finance and by City Council;

Initiates inventory controls, accounts receivable and accounts payable controls, appropriation and allotment controls, disbursement summaries, general voucher and transaction notices;

Serves as a liaison between the department/division/agency and other City agencies relating to departmental fiscal activities;

Informs the Director or Division Administrator of the status of various accounts and recommends actions to be taken with respect to the spending of large sums of money;

Keeps the Director and Division Administrator informed in a timely manner of all situations that could affect the accomplishment of departmental goals and objectives;

Participates in appropriate professional activities to stay current with developments in the field of fiscal management;

May represent the department's/division's fiscal position at meetings and on committees;

May review and approve on behalf of the Appointing Authority fiscal and other related documents and transactions if so designated by the Appointing Authority.

GUIDELINES FOR CLASS USE

Only one (1) position may be allocated to this classification per department, division and/or agency. The budgetary factors for the utilization of a Fiscal Manager include a combination of the following: (1) a consolidated fiscal operation (e.g. combined capital improvements and operating budgets); (2) multiple funding sources; (3) multiple bargaining units; (4) multiple fiscal calendars; and/or (5) multiple grant reporting requirements.

MINIMUM QUALIFICATIONS

Possession of a bachelor's degree and three (3) years of professional experience in accounting, finance or budget development. Substitution(s): A master's degree in public or business administration may be substituted for one (1) year of the required experience.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of cost and governmental accounting principles; considerable knowledge of computerized budget and accounting systems; ability to prepare comprehensive financial reports and maintain records; ability to plan, supervise and coordinate accounting, auditing and other related activities; ability to evaluate accounting forms, methods, and procedures; ability to analyze highly complex financial and accounting data and draw logical conclusions there from; ability to advise administrators regarding important financial matters; ability to develop and maintain cordial working relationships with administrative officials and subordinate employees.

Probationary Period:	365 Days
Examination:	Noncompetitive
Class Code:	1253
Job Family:	Administrative
EEO Job Category:	Official/Administrative
Compensation Plan:	MCP
Salary:	Grade 92
Class established:	02-16-72
Current spec:	10-28-02
Commission action taken:	Revise
Last reviewed:	10-28-02